

**(1) TO:** Lt. Stephen R. Kramer, Chairman, City Recods Commission  
3201 Warsaw Avenue Cincinnati, Ohio 45205  
513-263-8350 (O) 513-263-8304 (F)

**(2) FROM:**

(DEPARTMENT NAME)

(DATE)

**Chairman, Records Commission:**

(DATE)

**Approved by the Ohio Historical Society:**

(DATE)

**Approved by the Ohio Auditor of State:**

(DATE)

Records at:

(LOCATION / BRANCH)

(9)

[illegible]

Records at: \_\_\_\_\_  
 (DEPARTMENT) (DIVISION / SUBDIVISION) (LOCATION / BRANCH)

[illegible]

Records at: \_\_\_\_\_  
 (DEPARTMENT) (DIVISION / SUBDIVISION) (LOCATION / BRANCH)

[illegible]